

805C-42A-3054
Review the Human Resources (HR) Organizational Structure
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: As an HR NCO, you are required to communicate the organizational structure and doctrinal responsibilities of human resources (HR) Standard Reporting Code (SRC) 12 units and supporting G-1/AG and S-1 staff elements. You have access to FM 1-0 (Human Resources Support), ATP 1-0.1 (G-1/AG and S-1 Operations), ADP 4-0 (Sustainment) and standard office supplies and equipment. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, identify HR core competencies and key functions, Theater HR (SRC 12) units, and supporting HR staff elements.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

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|------------------------|
| Task Statements |
|------------------------|

Cue: You are tasked to present an NCOPD session.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Communicate Human Resources (HR) Support Doctrine.

a. Define the six enduring principles of HR support.

- (1) Integration.
- (2) Anticipation.
- (3) Responsiveness.
- (4) Synchronization.
- (5) Timeliness.
- (6) Accuracy.

b. Identify HR core competencies and key functions.

- (1) Implement Man the Force.
 - (a) Personnel Readiness Management.
 - (b) Personnel Accountability.
 - (c) Strength Reporting.
 - (d) Retention Operations.
 - (e) Personnel Information Management.
- (2) Provide HR Services.
 - (a) Essential Personnel Services.
 - (b) Postal Operations.
 - (c) Casualty Operations.
- (3) Coordinate Personnel Support.
 - (a) Morale, Welfare, and Recreation.
 - (b) Command Interest Programs.
 - (c) Army Band Operations.
- (4) Conduct HR Planning and Operations.
 - (a) HR Planning and Operations.

(b) Operate HR Mission Command Nodes.

c. Define the Sustainment Warfighting Function.

(1) Logistics.

(2) Personnel Services.

(3) Health Service Support.

2. Identify Theater HR Units (SRC 12) and HR Staff Elements.

a. Identify Theater SRC 12 units.

(1) HR Company.

(a) HR Platoon.

(b) Postal Platoon.

(2) Military Mail Terminal (MMT) Team.

(3) Theater Gateway Personnel Accountability Team (TG PAT).

(4) Human Resources Sustainment Center (HRSC).

b. Identify Theater HR staff elements.

(1) Army Service Component Command (ASCC) G-1/AG.

(2) Theater Sustainment Command (TSC) G-1.

(3) Expeditionary Sustainment Command (ESC) G-1.

(4) Special Troops Battalion (STB) S-1.

(5) Human Resources Operations Branch (HROB).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Communicated Human Resources (HR) Support Doctrine. | | | |
| a. Defined the six enduring principles of HR support. | | | |
| (1) Integration. | | | |
| (2) Anticipation. | | | |
| (3) Responsiveness. | | | |
| (4) Synchronization. | | | |
| (5) Timeliness. | | | |
| (6) Accuracy. | | | |
| b. Identified HR core competencies and key functions. | | | |
| (1) Implement Man the Force. | | | |
| (a) Personnel Readiness Management. | | | |
| (b) Personnel Accountability. | | | |
| (c) Strength Reporting. | | | |
| (d) Retention Operations. | | | |
| (2) Provide HR Services. | | | |
| (a) Essential Personnel Services. | | | |
| (b) Postal Operations. | | | |
| (c) Casualty Operations. | | | |
| (3) Coordinate Personnel Support. | | | |
| (a) Morale, Welfare, and Recreation. | | | |
| (b) Command Interest Programs. | | | |
| (c) Army Band Operations. | | | |
| (4) Conduct HR Planning and Operations. | | | |
| (a) HR Planning and Operations. | | | |
| (b) Operate HR Mission Command Nodes. | | | |
| c. Defined the Sustainment Warfighting Function. | | | |
| (1) Logistics. | | | |
| (2) Personnel Services. | | | |
| (3) Health Service Support. | | | |
| 2. Identified Theater HR Organizations (SRC 12) and HR Staff Elements. | | | |
| a. Identified Theater SRC 12 units. | | | |
| (1) HR Company. | | | |
| (2) MMT Team. | | | |
| (3) TG PAT. | | | |
| (4) HRSC. | | | |
| b. Identified Theater HR staff elements. | | | |
| (1) ASCC G-1/AG. | | | |
| (2) TSC G-1. | | | |
| (3) ESC G-1. | | | |
| (4) STB S-1. | | | |
| (5) HROB. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|--------------|--|----------|---------|
| | ADRP 4-0 | Sustainment | Yes | No |
| | ATP 1-0.1 | G-1/AG and S-1 Operations | No | No |
| | FM 1-0 | Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf | Yes | Yes |

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

| Step ID | NSN | LIN | Title | Qty |
|---------|------------------|--------|---|-----|
| | 7025-01-328-5540 | | Printer, Automatic Data Processing, Laser Printer | 1 |
| | 7021-01-C14-3190 | 70210N | Computer, Micro Lap-Top Portable AC: M4500 Dell | 1 |

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

| ICTL Title | Personnel Type | MOS Data |
|--|----------------|---|
| 42A - Human Resources Specialist - SL3 | Enlisted | MOS: 42A, Skill Level: SL3, Duty Pos: UQI |